



**United States District Court  
District of South Dakota**

**VACANCY ANNOUNCEMENT 14-03**

**POSITION TITLE:** Deputy Clerk

**LOCATION:** Sioux Falls, South Dakota

**STARTING SALARY:** CL24 \$34,703

**OPENING DATE:** Friday, February 21, 2014

**CLOSING DATE:** Friday, March 7, 2014

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**DUTIES AND RESPONSIBILITIES:**

The Clerk's Office for the United States District Court for the District of South Dakota is recruiting for a full-time, permanent, excepted service Deputy Clerk I position in Sioux Falls, South Dakota. The incumbent maintains the official court record through the use of the CM/ECF system from the opening of to final disposition of both criminal and civil cases.

**REPRESENTATIVE DUTIES:**

Process all case documents using the CM/ECF system.

Perform quality control procedures for all documents filed electronically.

Attend court sessions and conferences; assist with the orderly flow of proceedings which may include setting up the courtroom, managing exhibits, swearing witnesses, assisting with impaneling jurors and testing/deploying technology before/during court proceedings.

Answer inquiries from attorneys, litigants and the general public concerning case status and scheduled court events.

Provide assistance to attorneys regarding electronic case filing procedures.

Perform cashier duties as outlined in the internal control manual.

Some travel will be required.

**QUALIFICATIONS:**

To qualify for this position, a person must be a high school graduate, or the equivalent, and have a minimum one year specialized experience equivalent to work at a CL-23. College degree is preferred.

**Specialized Experience:** Progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws.

**BENEFITS:**

Employees of the United States Courts are not classified under Civil Service but are entitled to similar benefits. These benefits include:

- Ten paid holidays per year.
- Paid annual leave in the amount of 13 days per year for the first three years; 20 days after three years, and 26 days after fifteen years.
- Paid sick leave in the amount of 13 days per year (unlimited accumulation).
- Optional participation in the Federal Employees Health, Dental, and Vision Benefit program.
- Optional participation in the Federal Employees Group Life Insurance program.
- Mandatory participation in the Federal Employees Retirement System and the Social Security retirement program.
- Optional participation in the Thrift Savings Plan (similar to a 401K plan with government matching, when eligible).
- Eligible for private long-term disability plan options.
- Eligible to enroll in a private long-term care insurance program.
- Eligible to participate in flexible benefit programs.

**ADDITIONAL INFORMATION:**

Employees are required to adhere to a Code of Conduct for Judicial Employees which is available to applicants to review upon request.

This position is subject to mandatory electronic funds transfer participation for payment of net pay (direct deposit).

Applicant must be a U. S. Citizen or be eligible to work in the United States.

The court is not authorized to reimburse applicants for travel and/or relocation expenses.

The court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.

**APPLICATION PROCESS:**

Qualified applicants should submit the following:

- A letter of interest,
- A current resume, and
- A completed AO-78 Application Form located at <http://www.uscourts.gov/Careers.aspx>

The application packet should be forwarded to Nicole Stadlman in PDF format at [Nicole\\_Stadlman@sdd.uscourts.gov](mailto:Nicole_Stadlman@sdd.uscourts.gov) by Friday, March 7, 2014. If you have questions, please contact Nicole Stadlman at (605) 977-8953.

**THE U.S. DISTRICT COURT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.**